FilmL.A., Inc.
1201 W. 5th Street, Suite T-800
Los Angeles, CA 90017
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00030609-A **Type of Permit:** FILMING **Release Date:** 08/18/2010

Production Company	NBC UNIVERSAL & THEIR SUBSIDIARIES
Insured Company Name	NBC UNIVERSAL & THEIR SUBSIDIARIES
Contact Phone No. 1	000-000-0000
Contact Phone No. 2	
Fax	
Address	330 BOB HOPE DR BURBANK, California 91523
Production Title	THE OFFICE
Type of Production	TV Sitcom

Producer	Randy Corday
Director	Paul Lieberstein
1st AD	Kelly Cantley
Production Manager	Steve Burgess
FilmL.A. Coordinator	Yulizza Ramirez
Location Manager	Kyle Alexander
Primary Phone	Office - 818-786-6666
Secondary Phone	Office - 818-786-8278
Location Assistant	na na
Primary Phone	Office - 000-000-0000
Secondary Phone	

Fees

Posting 600	$138.00
Posting 1500	$345.00
Posting 1800	$414.00
Notification Charge	$310.00
LA CITY DEPT OF REC AND PARKS - FILM USE FEE	$450.00
LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE	$1,634.00
FILMLA MONITOR FEES	$240.00
FILMLA MONITOR FEES OVERTIME	$45.00
LA CITY DEPT OF REC AND PARKS PREP-STRIKE	$150.00
LA CITY DEPT OF REC AND PARKS BASECAMP ONLY USE FEE	$900.00

Total Permit Fee $4,626.00

Number of Locations 2

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Summary Information — Location

Permit Number	F00030609-A	**Location Manager**	Kyle Alexander
Production Company	NBC UNIVERSAL & THEIR SUBSIDIA...	Primary Phone	Office - 818-786-6666
Insured Company	NBC UNIVERSAL & THEIR SUBSIDIA...	Secondary Phone	Office - 818-786-8278
Production Title	THE OFFICE		

Location Address 4632 Ledge Ave, North Hollywood, CA, 91602

Location Type Private Residence

Film Dates 8/19/2010 - 8/19/2010 07:00 - 22:00

Open or Closed to the Public Closed

Generic Conditions
Community Survey Obtained
Must comply with attached conditions
Must Maintain 5' Clearance on Sidewalks/Walkways
No Cast and Crew parking on areas streets.

Please see attached documents
North Hollywood Roller Rink.pdf
Toluca Lake July 2009.pdf

Equipment on Location

Type	Quantity
5 or 10 ton trucks	3
Cast/Crew vehicles	65
Cube Trucks	5
Generator	1
Honey Wagons	2
Motor Homes	2
Picture vehicles	1
Semi Trucks	2
Vans	3

Personnel on Location

Type	Quantity
Cast	6
Crew	75
Off-Duty/Retired LAPD Officer(s)	2

Filming Activities Drive by; Drive ups & away; Driving shots; Equipment on property; Equipment on sidewalk, in curb lane & across street; Exterior Dialogue; Exterior establishing shots; Exterior MOS; Interior and exterior dialogue; Intermittent pedestrian control; Intermittent traffic control - 2 minutes standard;

Jurisdiction **Political:** Los Angeles City - Council District 04 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

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Approvals
LOS ANGELES POLICE DEPARTMENT — Mark Buck
LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE — Joanne Luna

Coordinator Note
-BASE CAMP AND CREW PARKING STARTING ON 8/18 TO 8/19.
-ONE RAPG MONITOR REQUIRED FROM 1700-2359 HRS.
-ONE RAPG MONITOR REQUIRED ON 8/19 FROM 2359-2200 HRS.

Parking

Base Camp
Location Type : LA City Parking lot
Street : North Hollywood Park

Crew Parking
Location Type : LA City Parking lot
Street : North Hollywood Park

Posting "No Parking" signs S/S Chandler Blvd., Roller Ring parking lot entrance - 300' east and 100' west

Approximate Footage 301 - 600 **Log Number** 2131

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Production Title	THE OFFICE		

Date(s) 8/19/2010 to 8/19/2010 **Time(s)** 00:00 to 00:00

Posting "No Parking" signs E/S LEDGE AV., SARAH ST. - CAMARILLO ST.
S/S KLING ST., LEDGE AV. - ARCOLA AV.
W/S LEDGE AV., KLING ST. - SOUTH 200'

Approximate Footage 1501 - 1800 **Log Number** 2249

Date(s) 8/19/2010 to 8/19/2010 **Time(s)** 11:00 to 22:00

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Summary Information — Location

Permit Number	F00030609-A	**Location Manager**	Kyle Alexander
Production Company	NBC UNIVERSAL & THEIR SUBSIDIA...	Primary Phone	Office - 818-786-6666
Insured Company	NBC UNIVERSAL & THEIR SUBSIDIA...	Secondary Phone	Office - 818-786-8278
Production Title	THE OFFICE		

Location Address 11240 Moorpark St, Los Angeles, CA, 91602

Location Name WOODBRIDGE PARK

Location Type Park

Prep Dates 8/19/2010 - 8/19/2010 07:00 - 12:00

Film Dates 8/19/2010 - 8/19/2010 12:00 - 20:00

Open or Closed to the Public Open

Generic Conditions Community Survey Obtained
Must Maintain 5' Clearance on Sidewalks/Walkways
No Cast and Crew parking on areas streets.

Please see attached document Standard Guidelines.pdf

Equipment on Location

Type	Quantity
5 or 10 ton trucks	4
Cast/Crew vehicles	65
Cube Trucks	6
Generator	1
Honey Wagons	1
Motor Homes	2
Picture vehicles	1
Semi Trucks	3
Stakebed Trucks	2
Vans	3

Personnel on Location

Type	Quantity
Cast	10
Crew	75
Off-Duty/Retired LAPD Officer(s)	2

Filming Activities Camera on sticks; Car-to-Car; Drive by; Drive ups & away; Driving shots; Equipment on property; Equipment on sidewalk & street; Equipment on sidewalk, in curb lane & across street; Exterior Dialogue; Exterior establishing shots; Exterior MOS; Interior and exterior dialogue; Intermittent traffic control - 2 minutes standard;

Jurisdiction **Political:** Los Angeles City - Council District 02 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

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Approvals

LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE	Joanne Luna
LOS ANGELES POLICE DEPARTMENT	Mark Buck

Coordinator Note -Generators must be shielded and should be located in areas of minimal disturbance. Generators with the proper noise shield shall only be parked in front of the location or in front of properties that have approved this activity.
-Craft services, catering trucks, food preparation tables and dining tables are prohibited on sidewalks or parkways and must be out of public view. Cast/Crew must be fed in an area shielded from public view.
-Sidewalks must be kept clear at all times.

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Summary Information — Location

Location 2 of 2

Permit Number	F00030609-A	**Location Manager**	Kyle Alexander
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Production Title	THE OFFICE		

Coordinator Note -ONE RAPG MONITOR REQUIRED ON 8/19 FROM 0700-12000 HRS.
-ONE RAPG ON 8/19 FROM 1200-2000 HRS.

Coordinator Note FILM LA MONITOR REQUIRED FROM 1100-2000 HRS.

Coordinator Note RIDER A RELEASES LOCATION AND COLLECTS FEES.

Parking

Base Camp
Location Type : Location

Crew Parking
Location Type : Location

Posting "No Parking" signs E/S ELMER AV., MOORPARK ST. - 100' SOUTH OF WOODBRIDGE ST.
N/S WOODBRIDGE ST., ELMER AV. - 100' EAST & 100' WEST
E/S KLUMP AV., VALLEY SPRING - NORTH TO DEAD END

Approximate Footage 1201 - 1500 **Log Number** 2250

Date(s) 8/19/2010 to 8/19/2010 **Time(s)** 11:00 to 22:00

NOT A PERMIT

PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.
- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- Film permits do not provide exclusive use of a park or recreation area.
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.

NOT A PERMIT

- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.
- OK to film at Woodbridge Park.
- OK to film at the playground at Woodbridge.
- Co. does not have exclusive use of playground at any time.
- OK to do 2 minute pedestrian control while cameras are rolling only.
- Co. may not film any children without prior written consent from their parent/guardian.
- OK to crew park and basecamp at the North Hollywood Overflow lot off of Chandler Blvd and the lot off of Magnolia.
- The overflow lot entrance is off of Chandler and is the lot closest to the 170 freeway.
- May not park in lot at Rec. Center closest to Tujunga.
- Company must provide own security to allow for ins and outs for their crew.
- Co. must maintain emergency access in the parking lots at all times.

NOT A PERMIT

F-30609
NBC UNIVERSAL – THE OFFICE
(NORTH HOLLYWOOD SKATE PARK AND OVERFLOW LOT)

NOT A PERMIT

SPECIAL FILMING CONDITIONS
TOLUCA LAKE COMMUNITY

The Special Filming Conditions described below will be included in the terms and conditions of permits issued for filming in this area and are in addition to the standard terms and conditions applicable to filming permits generally. While these Special Filming Conditions will be included as terms if a permit for filming in this area is issued, they are not intended to, and do not, establish the criteria or standards for determining whether or not a particular permit (or permits) will be issued for this area. The decision whether or not a particular permit (or permits) will be issued is vested in the discretion of the appropriate City or County department or their designees (including FilmL.A., Inc.), to be exercised consistent with public health, safety and general welfare, and applicable land-use ordinances.

These Special Filming Conditions apply to the area bounded by: Cahuenga Boulevard., Camarillo Street, the Burbank city boundary and the Los Angeles River. **Affected residents must be notified at least two (2) days in advance of the first day of filming or the first day of any substantial set preparation.** *Permit requests must be submitted at least three (3) days in advance.*

- **At least three signs measuring no less than 2-feet by 3-feet must be posted in public view whenever the company is working in the community.** The signs must have the names of the production company, the production title, the person to contact should something need to be resolved. The signs must also have a production company phone number.

- **Cast and crew must be bused or shuttled to all Toluca Lake residential filming locations.** Only vehicles authorized by the film permit may be parked on the street where filming is to take place. Personal cars are not to be parked on residential streets in the Toluca Lake area.

- **Production vehicle parking will be limited to one side of the street at all times.**

- **Vehicle and/or pedestrian traffic can be halted for periods up to 90 seconds under the authority of FilmL.A.** Longer periods require the concurrence of FilmL.A.

- **Copies of these Special Conditions must be distributed by the production company to every off-duty/retired police officer authorized to work location filming assignments before or at the time of arrival at the location.**

- Production companies must attach copies of these Special Conditions to their call sheets when working in Toluca Lake.

FilmL.A. Inc.
NOT A PERMIT

PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

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- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.
- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- Film permits do not provide exclusive use of a park or recreation area.
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
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F-30609

NBC UNIVERSAL & THEIR SUBSIDIARIES

(WOODBRIDGE PARK-SWING SET & NORTH HOLLYWOOD ROLLER RINK LOT)

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- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.
- **OK TO BASECAMP AT THE NORTH HOLLYWOOD ROLLER RINK LOT ON 8/18 AND 8/19.**
- **OK TO BASE CAMP FROM 5PM-12AM ON 8/18.**
- **OKAY TO BASE CAMP FROM 12AM-8PM ON 8/19.**
- **OK TO PREP AND FILM @ WOODBRIDGE PARK ON 8/19.**
- **OK TO PREP @ WOODBRIDGE PARK FROM 7AM-12PM ON 8/19.**
- **OK TO FILM @ WOODBRIDGE PARK FROM 12PM-8PM ON 8/19.**
- **OK TO PREP AND FILM AT WOODBRIGE PARK –SWING SET.**
- **MUST WORK AROUND PATRONS.**
- **NO EXCLUSIVE USE OF THE SWING SET.**
- **MUST ALLOW A 2 MINUTE IPC.**
- **CREW OF 85.**

F-30609
NBC UNIVERSAL & THEIR SUBSIDIARIES
(WOODBRIDGE PARK-SWING SET & NORTH HOLLYWOOD ROLLER RINK LOT)

NOT A PERMIT